

STATE OF HAWAII
STATE PROCUREMENT OFFICE

SPO Price List No. 03-25
Replaces Price List No. 02-35

RECYCLED OFFICE PAPER ON OAHU
(IFB-03-097-O)
June 1, 2003 to May 31, 2004

PRIMARY CONTRACT. This price list (PL) is the primary contract for office paper supplies. Agencies of participating purchasing jurisdictions listed below are required to purchase from the PL vendors.

The WSCA Industrial Supplies and Equipment, Janitorial and Supplies and Equipment, Lamps and Light Fixtures contract No. 6416 (Grainger) issued under SPO PL No. 02-32 contains a limited selection of office paper and is "secondary" to this contract. **If the SPO price list vendor is unable to deliver under the terms of this price list or the product is not suited to the agency's needs, the Grainger contract may be used after first obtaining a SPO Form-5 waiver.**

STATE'S COMMITMENT. Agencies of the following purchasing jurisdictions are required to purchase from this price list:

- | | |
|----------------------------|-----------------------------|
| 1. Executive Branch | 3. House of Representatives |
| 2. Department of Education | 4. Judiciary |

EXCEPTION TO THE PRICE LIST. When the use of the price list is not suited to an agency's purpose, the appropriate purchasing jurisdiction may grant an exception to purchase outside of the price list. For this purpose, Executive Branch agencies shall use SPO Form 5, "Request for Authorization to Purchase Outside of the Price List", available at the SPO website: <http://www2.state.hi.us/spo/forms/form5.doc>.

POINT OF CONTACT. Questions regarding the products listed herein should be directed to the respective vendor.

Procurement questions or complaints may be directed as follows:

Jurisdiction	Name	Telephone	FAX	E-mail	
Executive	Cara Sakata	586-0563	586-0570	cara.sakata@hawaii.gov	
Judiciary	Newton Sakamoto	538-5805	538-5802	newton.t.sakamoto@courts.state.hi.us	
House	Patricia Mau Shimizu	586-6400	586-6401	adele@capitol.hawaii.gov	
DOE	Procurement Staff	675-0130	675-0133	connie_chun@notes.k12.hi.us	

USE OF PRICE LIST BY NONPROFIT ORGANIZATIONS. Pursuant to Section 103D-804, Hawaii Revised Statutes (HRS), nonprofit organizations with current purchase of service contract(s) (Chapter 42D or 103F, HRS) have been invited to participate in the State Procurement Office's (SPO) price lists.

If a nonprofit organization (hereinafter called "nonprofit") wishes to purchase from a SPO price list, the nonprofit must obtain approval from each price list vendor, i.e., participation must be mutually agreed upon. A price list vendor may choose to deny participation by a nonprofit. Provided, however, if a nonprofit and price list vendor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than a price list vendor.

VENDORS:

<u>Vendor</u>	<u>Address</u>	<u>Telephone</u>
Hawaii Stationery Co., Ltd.	<u>Purchase Orders</u> 99-1418 Koaha Place Aiea, HI 96701	ph: 486-3200 fax: 486-3111
	<u>Payments</u> P.O. Box 1301 Aiea, HI 96701	
PaperSource Hawaii, Inc.	<u>Purchase Orders & Payments</u> 91-240 Komohana Street Kapolei, HI 96707	ph: 673-1300 fax: 673-1310
Conrad Enterprises	<u>Purchase Orders & Payments</u> 301 Sand Island Access Road Honolulu, HI 96819	ph: 842-4467 fax: 848-8916

VENDOR CODES for annotation on purchase orders are obtainable from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. **Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order.** Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

SECTION 3-124-26, Hawaii Administrative Rules, mandates State agencies to purchase recycled paper. Exceptions to this section may be taken when statutory, regulatory, or contractual requirements preclude the purchase of recycled paper.

UNIT PRICES include delivery to destination and all other costs EXCEPT the State General Excise Tax which is currently 4%. Agencies are advised to add tax amount to their purchase order total.

PURCHASE ORDERS must be received by the vendor no later than May 31, 2004. It is the responsibility of each agency to insure timely issuance of purchase orders. The vendor is not obliged to accept any order received after the price list expiration date; however, shall fill timely order for which delivery may extend beyond the expiration date. Do not issue purchase orders specifying delivery after the price list expiration date.

"SPO PL No. 03-25" must be typed on purchase orders issued against this price list.

In the interest of minimizing both purchase order processing and dealer's delivery costs, agencies are urged to consolidate on each purchase order as many items from as many price

lists as possible and to issue those orders as soon as possible. Maximize orders to minimize deliveries.

DELIVERIES on purchase orders totaling \$150.00 or more (excluding the 4% General Excise Tax) shall be made within ten (10) calendar days in city limits and fifteen (15) calendar days in rural areas following receipt of purchase order by vendor. Agencies shall check with the vendor to define city limits and rural areas. Orders for twenty (20) cartons or more shall be delivered within thirty (30) working days from Contractor's receipt of purchase order.

Deliveries on purchase orders totaling less than \$150.00 shall be made available to the ordering agency on a "will call" basis within three (3) working days OR at the option of the ordering agency, delivered by the vendor for a flat delivery charge of:

\$25.00 Hawaii Stationery Co., Ltd.
\$25.00 PaperSource Hawaii Inc.
\$25.00 Conrad Enterprises

The Contractor may add the delivery charge to a purchase order totaling less than \$150.00 of paper, provided the Contractor informs and the ordering agency agrees to the delivery charge. The ordering agency submitting a purchase order for less than \$150.00 of paper has the option to cancel the order, and to submit to their chief procurement officer a waiver request (SPO Form 5) to purchase outside of the price list.

The vendor will deliver paper to a first floor location only. For schools / buildings with no elevator, agency may contact the vendor or an outside company for the price of any surcharge(s) for delivery on second or higher floors.

INSPECTION. Agencies are advised to inspect merchandise delivered immediately upon receipt and report any discrepancies to the vendor within five (5) working days from delivery date.

PRICE LIST AVAILABLE ON THE INTERNET AND HAWAII FYI. The price list is available at the SPO website:

<http://www2.hawaii.gov/priceapps/showprice.cfm?&ShowAll=Yes>

Agencies without Internet access, but with computer and modem may retrieve a copy of this price list via the State's **Hawaii FYI** electronic gateway by dialing the following modem number:

Hawaii	974-6683	Kauai	274-3641
Lanai	1-800-243-7133	Maui	984-2050
Molokai	1-800-243-7133	Oahu	587-4917

At the main menu select *Hawaii Internet Services Menu*, then click on *State Price Lists* for the current listing. If assistance is required to access Hawaii FYI, call the ICSD Assistance Center at 586-1919 from Oahu and 1-800-252-1132 from the neighbor islands.

ROBERT J. GOVERNS, CPPB
Procurement Officer

Price List No. 03-25
6/1/03 to 5/31/04



<u>Item No.</u>	<u>Description</u>	<u>Brand and No.</u>	<u>PCRM/RM* Content (%)</u>	<u>Unit Price</u>	<u>Vendor</u>
1.	BOOK, OFFSET, smooth finish, white				
a.	50# sub, 11" x 17", 500 sh/rm, 5 rm/ctn	Husky Offset	30 / 0	\$32.30/ctn	PaperSource
b.	60# sub, 11" x 17" 500 sh/rm, 5 rm/ctn	Husky Offset	30 / 0	\$38.10/ctn	PaperSource
c.	60# sub, 17-1/2" x 22-1/2", 3200 sh/ctn	Husky Offset	30 / 0	\$101.90/ctn	PaperSource
2.	BOND, SMOOTH FINISH, white, 20# sub, 8-12" x 11", boxed-pkg'd, 25% cotton/ rag content, 500 sh/bx (primarily for letterhead)	<u>Mead</u> MEA 39706	30 / 0	\$8.70/bx	Hi Stationery
3.	BOND, SULPHITE, white, No. 1, 20# sub, 8-1/2" x 11", 500 sh/rm, 10 rm/ctn Laser	Lynx Opaque	30 / 0	\$33.40/ctn	PaperSource
4.	BOND, XEROGRAPHIC, 3-hole pre-punched 20# sub, white, 8-1/2" x 11", 500 sh/rm, 10 rm/ctn	<u>Georgia Pacific</u> FRJ 061271	30 / 0	\$25.20/ctn	Hi Stationery
5.	BOND, XEROGRAPHIC, white, dual purpose, 20# sub, No. 4, 500 sh/rm	<u>Husky</u>			
a.	8-1/2" x 11", 10 rm/ctn	Xerocopy DP	30 / 0	\$24.20/ctn	PaperSource
b.	8-1/2" x 14", 10 rm/ctn	Xerocopy DP	30 / 0	\$30.78/ctn	PaperSource
c.	11" x 17", 5 rm/ctn	Xerocopy DP	30 / 0	\$24.20/ctn	PaperSource

*PCRM = Post Consumer Recovered Material
RM = Recovered Material

Office Paper



Item No.	Description	Brand and No.	PCRM/RM* Content (%)	Unit Price	Vendor
6.	BOND, XEROGRAPHIC , colored, dual purpose, 20# sub, No. 4, 500 sh/ctn, 10 rm/ctn	Wasau Exact Multipurpose			
a.	8-1/2" x 11"		30 / 0	\$28.35/ctn	PaperSource
	Blue	Wasau Exact Multipurpose			
	Buff	Wasau Exact Multipurpose			
	Canary	Wasau Exact Multipurpose			
	Cherry	Exact Multipurpose			
	Green	Exact Multipurpose			
	Lavender/orchid	Exact Multipurpose			
	Pink	Exact Multipurpose			
	Salmon	Exact Multipurpose			
b.	8-1/2" x 14"		30 / 0	\$36.06/ctn	PaperSource
	Blue	Exact Multipurpose			
	Canary	Exact Multipurpose			
	Green	Exact Multipurpose			
	Pink	Exact Multipurpose			
7.	CONTINUOUS STOCK FORMS , sulphite bond, white				
a.	1/2" green or blue bar without marginal perforations				
	(1) 14-7/8" x 8-1/2", 1-part, 18# sub, 2500 sh/ctn	<u>TST</u> TST-R302	50 / 30	\$0.0102/sh	Conrad
	(2) 14-7/8" x 11"				
	(i) 1-part, 18# sub, 2500 sh/ctn	TST-R112	50 / 30	\$0.01144/sh	Conrad
	(ii) 2-part, 1500 sets/ctn	TST-R114	50 / 30	\$0.02819/set	Conrad
b.	Blank without marginal perforations, 1-part, 14-7/8"x11" 18# sub, 2500 sh/ctn	TST-R102	50 / 30	\$0.01144/sh	Conrad
c.	Blank with 1/2" marginal perforations, 1-part, 9-1/2"x11", 18# sub, 2500 sh/ctn	TST-R702	50 / 30	\$0.0076/sh	Conrad
d.	Clean-perforated on all sides, 1-part, 9-1/2" x 11", 20# sub, 2400 sh/ctn	TST-R714	50 / 30	\$0.00792/sh	Conrad

*PCRM = Post Consumer Recovered Material
RM = Recovered Material

Office Paper